

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Training and Education
1026 C of C

EXTENSION

NO.

DATE

28 November 1984

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Jim McDonald
ADDA

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Jim:

Attached is a note concerning our need to conduct systems training in the Ames Building space. Systems training requirements from Agency and non-Agency users are staggering. We see no end to this requirement and we will probably not see any substantial relief until we are able to use the space in

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The following outlines the OTE need for the continuing use of the temporary training space in the Ames building until [] is ready for occupancy in late 1985.

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The Office of Training and Education currently has a great need for space to conduct systems training. OTE now has four fully equipped classrooms in the Chamber of Commerce building with an additional temporary classroom in the Ames building (Room 336) dedicated to the conduct of systems training.

During the remainder of FY 85 and prior to the receipt of [] space, OTE is committed to provide a large amount of training on four Agency systems: 1) SAFE; 2) CAMS; 3) DESIST and 4) LIMS. Training in these four systems alone will require more than two classrooms. In addition we must offer systems training on the more general ADP topics: Fundamentals of VM; INTRODUCTION TO VM; RAMIS; NOMAD; EXEC 2; HBWP; SCRIPT; AIM; GIMS; AND SAS. Fundamentals of VM alone will tie up a third classroom for three days every week.

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As you can see the retention of the Ames building space, or the acquisition of an alternate site, is necessary until such time as we are able to set-up and run some of this training in []

If we must give up the Ames building space any earlier we will be required to cancel some of the systems training, which must occur and for which OTE has the best facilities. In addition we may have to reduce the amount of general ADP training that we have scheduled and which already has a tremendous backlog. This action would have a very negative impact on a number of offices that need this training for general ADP users.

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We recognize that the expansion of the Office of Information Services will create a very tight space situation in the near future. However, OTE does have a definite need for the space in the Ames building at this time if it is to meet the systems training needs of the Agency.